

ASSESSMENT POLICY CROSSWALK SUMMARY

ITEM	2003 POLICY	PAGE #	2007 POLICY	PAGE #
APPROVED ASSESSMENTS	ESOL: BEST (Oral, Literacy); BEST Plus; BESTEL; CASAS (Reading, Listening); REEP Writing ABE and ASE: TABE (7/8 and 9/10), CASAS (Reading and Math); WorkKeys	7	ESOL: BEST (Oral, Literacy); BEST Plus; CASAS (Reading, Listening) ABE and ASE: TABE (7/8 and 9/10), CASAS (Reading and Math); WorkKeys	13
ACTIVE/ EXPIRATION DATES	Active no fewer than five years from the date of approval	7	Identified for each assessment instrument. Dates are subject to change based on various factors.	20-33
PRE-TESTING	All (100%) learners within the first 12 hours of contact	8	All learners reported within the first six hours of instruction	12
PROGRAM EXIT	N/A	-	Learner must be given a pre-test if no program participation for 90 or more consecutive days.	13
POST-TESTING	Three options: 1. After 40-60 hours of instruction 2. At the end of a closed enrollment period 3. Based on test publisher guidelines	8-9	Based on test publisher guidelines	12-13
POST-TEST WAIVER	Submitted in writing to Director of Adult Education and Literacy for approval	9	Two options: 1. Professional judgment of staff 2. Specific waiver criteria and minimum amount of attendance Reported in data system with control/tracking of waivers	12-13
TRAINING	Staff must be trained and certified on assessments	7	Staff must be trained on policy annually. Staff must be trained or retrained on specific assessments every two years. New staff must successfully administer five assessments under supervision of a certified assessor.	14
ACCOMMODATIONS	N/A	-	Programs must provide accommodations for learners who self-identify with certified documentation a physical, mental, or emotional disability.	15-18
REPORTING	N/A	-	Programs must report for pre- and post-tests the following information: test type; test date; test subject; test form; pre/post-test; scale score; test administrator/staff; test identification; and post-test waiver and justification (if applicable).	34
TEST ENVIRONMENT	N/A	-	Programs must provide locations that maximize the opportunity for learners to demonstrate educational functioning level. Considerations include but are not limited to: room size, lighting, temperature, noise, etc.	35
TEST SECURITY	N/A	-	Programs must have a written test security policy that addresses storage, handling, and maintenance of testing materials.	36